



# Administrative Report

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H.11., File # 25-0368

Meeting Date: 4/15/2025

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**To: MAYOR AND CITY COUNCIL**

**From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR**

## **TITLE**

APPROVE AN AMENDMENT TO THE AGREEMENT WITH ROBERT HALF, INC. FOR STAFF AUGMENTATION SERVICES TO PROVIDE A TEMPORARY ASSISTANT PLANNER AND A TEMPORARY ADMINISTRATIVE ASSISTANT FOR THE COMMUNITY DEVELOPMENT DEPARTMENT FOR AN AMOUNT OF \$40,000, INCREASING THE TOTAL NOT TO EXCEED AMOUNT OF THE AGREEMENT TO \$152,499 AND EXTENDING THE TERM THROUGH JUNE 30, 2025

## **EXECUTIVE SUMMARY**

The City currently utilizes Robert Half, Inc. (Robert Half) to provide as-needed staff for the Community Development Department (CDD) in order to assist with operational needs caused by staffing vacancies. The CDD currently has a vacant Planning Technician position as well as an Associate Planner who is out on extended leave. The proposed amendments will provide the additional contract funding needed to deliver temporary services while these positions remain vacant.

## **BACKGROUND**

On June 18, 2024, the City Council approved an agreement with Robert Half to provide temporary staff support services to the Community Development Department. The Agreement allowed the Department to utilize two temporary Assistant Planners to provide ongoing staff support for two vacant Planner positions while the City conducted recruitments.

This proposed third amendment would extend the term of the agreement to June 30, 2025 and provide an additional \$40,000 to the not to exceed total. The proposed amendment would provide funding to continue utilizing a temporary Assistant Planner while one of the City's full-time Associate Planners is out on leave and utilize a temporary Administrative Assistant while the City conducts a recruitment for the vacant Planning Technician position. This amendment would bring the total contract value to a new not to exceed amount of \$152,499, which has been budgeted and is offset by plan check fee revenue.

The Administrative Assistant and Assistant Planner would provide temporary staff support for the Planning Division's public counter and assist with regular plan check services. The Assistant Planner position would serve 36 hours per week, 9 hours per day, Monday through Thursday while the Administrative Assistant would work 25 hours a week, 5 hours a day, Monday through Friday.

## **COORDINATION**

This contract amendment has been approved as to form by the City Attorney's Office.

**FISCAL IMPACT**

Funding for the amendment is available in the operating budget for the Community Development Department as a result of salary savings from vacant positions.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Third Amendment, Signature & Insurance with Robert Half, Inc.
- Agmt - Second Amendment, Signature & Insurance with Robert Half, Inc., December 3, 2024
- Agmt - First Amendment & Original Agreement with Robert Half, Inc.
- Insurance - Robert Half Inc.